

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Louis Taylor, PE			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS "As needed" construction staking services for the Bay City TSC 2008 construction program				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/07 THROUGH 12/31/07

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL DUE DATE 12/5/07	TIME DUE 1:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Louis Taylor, PE, Delivery Engineer  
MDOT - Bay City TSC  
2590 Wilder Road  
Bay City, MI 48706

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48809		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48833

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet  
**5100G** – Certification of Availability of Key Personnel  
**5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

# **Michigan Department of Transportation**

## **SCOPE OF SERVICE FOR “AS-NEEDED” CONSTRUCTION SERVICES**

**CONTROL SECTIONS(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Arenac, Bay, Saginaw Counties

### **DESCRIPTION OF WORK:**

Provide staking services “as needed” for road and bridge construction work which will include performing staking services during construction and office work to close project out (“finaling”) after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of surveying and staking services of up to two firms.

If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

See **Attachment A** for the list of 2008 construction projects in the Bay City TSC area that will require “as-needed” surveying and staking. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

**ANTICIPATED START DATE:** March 1, 2008

**ANTICIPATED COMPLETION DATE:** April 1, 2009

### **PRIMARY PREQUALIFICATION CLASSIFICATION:**

Right-of-Way Surveys  
Construction Staking

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**DBE REQUIREMENT:** 0%

**MDOT PROJECT MANAGER:**

Louis J. Taylor, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

**CONSULTANT RESPONSIBILITIES:**

This Scope of Services consists of performing to the satisfaction of the Department all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.08 of the 2003 Standard Specifications for Construction, all Special Provisions, and applicable errata. On projects that contain a bridge portion and the Contractor Staking provisions have been removed, the consultant will be responsible for setting all grades, elevations, etc necessary for construction of the bridge as determined by the Project Engineer Manager.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant prior to the contractor starting work. Consultant services will begin upon approval for consultant services from MDOT. No work is to start on this contract until approval is received.

The Consultant’s principal contact with the Department shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

The Consultant shall also furnish all materials, equipment, supplies and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.

The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking.

The surveyors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence with may require resolution by the Engineer.

The surveyors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyors shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The surveyors shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Project Engineer Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials and documents furnished to the consultant by the Project Engineer Manager.

The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Engineer Manager for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the Project Engineer Manager a final “as constructed” full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.

Keep field notes, sketches, logs and records consistent with Department practice. The Consultant shall provide the surveyors with lap top computers (or equivalent) with Field Manager and/or Field Book software. A daily report of staking progress shall be kept using the format of the Inspector’s Daily Reports (IDRs). The surveyors shall deliver their IDRs to the Project Engineer Manager’s office daily.

Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Engineer Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.

The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

#### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein.

**PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

**CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.



## ATTACHMENT A

1. 06111-81269A  
Scope of Work: Alger rest area reconstruction, parking lot construction and landscaping, Arenac County.
2. 06111-100267A  
Scope of Work: Bridge substructure repairs and deck patching at M-61 over Middle Brach Pine River, I-75 southbound and northbound over M-61, Arenac County.
3. 09033-88813A  
Scope of Work: 0.65 mi of streetscaping including trees, plantings, and landscaping on M-13 from the south city limits northerly to Fifth Street and from Second Street northerly to the north city limits of Pinconning, Bay County.
4. 09034-84072A  
Scope of Work: 1.41 miles of freeway reconstruction including widening for additional lanes, drainage and safety improvements on I-75 from 500 feet north of Hotchkiss Road to south of US-10, Bay County.
5. 09034-100507A  
Scope of Work: Installation of traffic surveillance equipment, permanent Dynamic Message Systems (DMS) boards and related hardware at I-75 southbound north of US-10, at I-75 northbound south of US-10 and at US-10 eastbound west of Mackinaw Road, Bay County.
6. 73021-87000A  
Scope of Work: Installation of articulating concrete block system, riprap placement, ditch cleanout and substructure repair at five structures on M-57 over Alberts Drain and over Dearsall Drain, on M-46 over Cool Creek, on M-81 over Weaver Drain and on M-83 over Jordan Drain, Saginaw County.
7. 73021-100123A  
Scope of Work: 2.00 mi of concrete joint repairs and crack and joint sealing on M-57 from Stuart Road easterly to Gasper Road and on M-54 from Dixie Highway easterly to Gera Road, Saginaw County.
8. 73021-100124A  
Scope of Work: 2.34 mi of hot mix asphalt cold milling and resurfacing and sidewalk ramp retrofits on M-57 beginning just east of the Great Lakes Central railroad crossing easterly to Stuart Road in the village of Chesaning, Saginaw County.
9. 73073-85145A  
Scope of Work: 6.14 mi of non-freeway signing upgrades on M-58 from the north I-675 ramp (Davenport Avenue) to the M-58/State Street split, on Michigan Avenue from M-58 (State Street) to the north I-675 ramp, and on Hill Street from

M-58 (State Street) to the south I-675 ramp in the city of Saginaw, Saginaw County.

10. 73091-101661A

Scope of Work: Railroad approach and crossing reconstruction at Saginaw Bay Southern Railroad and M-13, city of Saginaw, Saginaw County.

11. 73111-100506A

Scope of Work: Installation of traffic surveillance equipment, permanent Dynamic Message Systems (DMS) boards and related hardware at I-75 southbound just north of I-675; at I-75 northbound between Bridgeport and M-46, at I-675 north of Tittabawassee Road and at I-675 north of Veteran's Memorial Parkway, Saginaw County.

12. 73112-88349A

Scope of Work: Replacement of pot bearings at the expansion joints on I-75 over the Saginaw River, city of Zilwaukee, Saginaw County.

13. 73171-75246A (84897A, 84983A, 86083A, 87227A)

Scope of Work: 6.67 miles of concrete reconstruction, widening and median enclosure, drainage and safety improvements on I-75 from Birch Run Creek northerly to Dixie Highway, and superstructure replacement on I-75 over Dixie Highway, bridge widening on I-75 over the Cass River, and bridge rehabilitation on I-75 under Maple Road, Curtis Road, Riverview Drive and Townline Road, Saginaw County.

14. 73999-87334A

Scope of Work: 9.54 miles of hot mix asphalt paving on existing railroad bed, timber bridge deck rehabilitation, railing placement and parking lot construction, Buena Vista and Blumfield Townships, Saginaw County.